

TOWN OF WEST BOYLSTON, MASSACHUSETTS

PUBLIC RECORDS REQUEST

GOOD FAITH ESTIMATE

In accordance with Chapter 66, Section 10 of the Massachusetts General Laws and 950 CMR 32, the Town of WEST BOYLSTON may assess a reasonable fee for complying with a public record request. The Regulations provide that, in cases where *search* **or** *segregation* time is necessary, a custodian may charge a prorated fee based on the hourly rate of the lowest paid employee who is capable of performing the task.

Search time is defined as the time needed to locate, pull from the file, copy and re-file public records; *segregation* time is defined as the time needed to delete data which is exempt from non-exempt material. In addition to search and segregation time, a twenty cent (20¢) per page copying fee may be assessed for a photocopy of a record, or a fifty cent (50¢) per page copying fee may be assessed for an electronic record (E-file).

The Custodian shall provide a written, good faith estimate of the applicable copying, search and segregation time fees prior to complying with the request, if the fees are estimated to exceed \$10.00. We require prepayment of that fee prior to complying with the request.

DESCRIPTION OF REQUEST _____

ESTIMATED SEARCH TIME	MINUTES @.25=	\$
ESTIMATED SEGREGATION TIME	MINUTES @ .25 =	\$
ESTIMATED COPY TIME	MINUTES @ .25 =	\$
PAGES TO COPY	MINUTES @ .20 =	\$
ELECTRONIC FILE/COMPUTER PRINTOUTS	PAGES @.50=	\$
TOTAL ESTIMATED COST		\$
ESTIMATE PROVIDED BY		
ESTIMATE ACCEPTED BY		
NAME-		
ADDRESS-		
PHONE-		